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# GRADUATE SCHOOL

CONTINUING EDUCATION  
FOR THE FEDERAL  
COMMUNITY

# Newsletter

U. S. DEPT. OF AGRICULTURE  
NATIONAL AGRICULTURAL LIBRARY

## CALENDAR OF EVENTS

July 1970

July 30

AUG 5 1970

Employee Development Officers' Luncheon

CURRENT SERIAL RECORDS

(N. B. There will not be a regular faculty luncheon meeting  
in August)

## INDEPENDENT STUDY PROGRAM

### (Correspondence)

A new course, Writing for Government and Business C20136, has been developed for the Independent Study Program. Taught by Wilbert Schaal this course is proposed for international executives in Japan and for others who want business or government English.

Two other correspondence courses have recently been revised, Report Writing C20236, taught by Wilbert Schaal and Robert Ingram, and Statistical Methods in Biology and Agriculture C30513, taught by Erwin LeClerc.

For further information regarding the Independent Study Program call Mrs. Constance Coblenz, Code 111 extension 6337 or DU8-6337

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## INDIVIDUAL LEARNING CENTER

In January this year the Graduate School opened its new Individual Learning Center. This center utilizes modern and up-to-date instructional materials and equipment available. The courses taught in this facility are:

Career English	Basic Statistics	Effective Management
Refresher Typing	Vocational English	Practices
Computer Programming		Refresher Shorthand

Anyone interested in viewing the center or enrolling or arranging for instruction in their own facilities may contact Mrs. Carol McLean, Code 111 extension 6693 or DU8-6693

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## SPECIAL (DAY) PROGRAM

Following is a list of our Special (Day) Program courses coming up in the near future that we think might interest you personally or for which you may wish to consider nominating one or more of your staff.

Course No.	Title	Starting Date	Nomination due	Recommended GS level	Fee
N6-500	Critical Issues and Decisions	11/14	10/10	GS14 & up	325.00
N6-501	Critical Issues & Decisions in Residence	11/29	11/5		325.00
N6-502	The Future	10/26	9/27		325.00
N6-416	The Effective Executive	10/26	10/5		195.00
N6-451	Planning for Organization Effectiveness	9/2	8/12		150.00

Course No.	Title	Starting Date	Nomina- tion due	Recom- mended GS level	Fee
N6-417	Advanced Management Seminar	10/5	9/14		195.00
N6-400	Management Development Program for Government Executives	11/5	10/12	GS14 & up	450.00
N6-401	Management Program for Executives in Scientific & Engineering Organizations	9/24	9/7	GS14 & up	450.00
N6-064	Organizational Renewal	11/12	10/19		
N6-429	Managing Management Time	11/19	10/30	GS13 & up	110.00
		9/8	8/18	GS9 - 18	135.00
		11/23	10/30		
N6-066	Managing Your Work Team	9/9	8/19	GS14 & up	195.00
		10/28	10/7		
N6-357	The Art of Delegation	9/10	8/24		135.00
N6-300	Management Development Program for Government Managers	10/16	9/21	GS12 & up	350.00
N6-023	Managing for Results	9/21	9/1		125.00
		11/16	10/30		
N6-023	Organizational Development	10/19	9/28		152.00
N6-149	Supervising Young Professionals	11/5	10/15		90.00
N6-048	The Manager and Behavioral Science	10/8	9/17	GS13 & up	90.00
N6-024	Management Seminar for Government Economists	11/16	10/26		165.00
N6-073	Current Issues in Public Information	9/28	9/7		150.00
N6-206	Effective Management in the Office	9/21	9/10		125.00
N6-304	Operational Problems in Personnel Management	9/29	9/7		115.00
N6-035	Interviewing Skills for Supervisors and Managers	10/12	9/21	GS7 & up	150.00
		11/2	10/12		
N6-332	Management by Objectives	9/28	9/18		150.00
N6-230	Space Management: Planning and Program Development Seminar	10/21	9/30		125.00
N6-104	Dynamic Supervision	10/19	9/28		125.00
N6-109	Supervision and the Administrative Process	9/30	9/7		115.00
N6-105	Introduction to Supervision & Management	10/5	9/14	GS7 - 13	135.00
N6-118	Effective Supervisory Leadership	9/8	8/18		125.00
		10/6	8/16		
		11/3	10/13		
N6-225	Space Management: Office Layout Workshop	10/12	9/21		150.00
N6-503	World Game For Government Executives	12/14	11/25	GS13 & up	195.00
R7-800	Research Methods in the Social Sciences	9/23	9/9		150.00

<p>For further information on the above courses call Mr. Dee Henderson, Code 111 extension 3247 or DU8-3247</p>
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V6-022	Seminar for Women Executives	9/23	9/7		150.00
		10/28	10/12		
		11/18	10/28		
R8-423	Power Systems Engineering	9/3	8/24		275.00
R6-226	Performance Problem Solving Workshop	9/14	9/4		310.00
R6-052	Contract Termination: Default and Convenience	11/2	10/19	GS9 & up	95.00
R6-010	Federal Contract Negotiations	9/28	9/14	GS9 & up	195.00
		11/30	11/16		
R6-030	Federal Contract Law: Trends and Recent Developments	10/5	9/23		175.00

Course No.	Title	Starting Date	Nomina- tion due	Recom- mended GS level	Fee
R5-423	Theory and Practice of Gas Chroma- tography	11/23	11/9		60.00
V2-095	Reading Improvement	8/4 9/15 10/27	7/21 9/1 10/13	GS5 - 18	72.00
V2-004	Effective Listening	8/7 9/11 10/2 11/6	7/24 8/28 9/18 10/23		20.00
V2-008	Advanced Effective Listening	8/14 9/18 10/9 11/13	7/31 9/4 9/25 10/30		35.00
V2-012	Government Report and Letter Writing	8/17 9/21 10/19 11/16	7/31 9/4 10/2 11/2		80.00
V2-110	Effective Writing	9/15 11/3	8/28 10/19		125.00
V2-015	Oral Communications	10/20	10/5		125.00
V6-037	Briefing for Managers	9/14 10/26	8/31 10/12		125.00
V2-017	Dictating for Managers	8/12 9/23 10/23 11/25	7/29 9/9 10/9 11/11		
V4-006	Secretarial Techniques	8/3 9/14 10/5 10/26 11/30	7/20 8/31 9/21 10/12 11/16		72.00
V4-015	Executive Secretarial Seminar	8/3 9/14 10/5 10/26 11/30	7/20 8/31 9/21 10/12 11/16	GS6 & up	95.00
R3-601	Decision Tables: Techniques and Applications	10/26	10/12	GS11 & up	100.00
R3-718	ADP for Managers	9/14	9/4	GS13 & up	175.00
R3-744	Data Processing Equipment Evaluation and Selection	11/23	11/9		100.00

For further information on the above courses call Mr. L. Scott Varner, Code 111 extension 6600 or DU8-6600
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#### EVENING PROGRAM

Following is a list of \*\*\* new courses added to the curriculum in the Graduate School, USDA, Evening Program. Registration dates are September 12 through 19, 1970, and classes run for 16 weeks starting September 21. Schedules of all courses to be offered and copies of the Catalog giving course descriptions can be obtained by calling DU8-6337 or Code 111 extension 6337. Or, they can be picked up in Room 1031 of the South Agriculture Building.

The charge for tuition is in general \$22 for each credit hour, payable at the time of registration. If payment is made in full at the time of registration, there is a \$2.00 discount per credit hour.



Course No.	Title	Credits
<u>Biological Sciences</u>		
1-173	<u>Ecologic Community</u> (Survey of basic concepts of ecology.)	3
1-175	<u>Pollution in Biology</u> (Physical and chemical characteristics of aquatic environment and effects of different forms of pollution.)	2
1-176	<u>Estuarine Fisheries and Ecology</u> (Physical and chemical properties of estuary.)	2
1-704	<u>Nation's Natural Environment</u> (Designed to review and evaluate ways in which various environments of U.S. have been and are being affected by Americans.)	4
1-524	<u>General Mycology</u> (Survey of fungi, including their morphology, ecology, identification, and pathogenicity.)	3
1-154	<u>Citizens and Conservation</u> (Review of ways citizens can influence governmental and private agencies to achieve desired conservation goals.)	1
<u>Languages and Literature</u>		
2-105	<u>Techniques of Instruction</u> (Designed for instructor, training supervisor, and subject specialist conducting job instruction.)	3
2-269	<u>Black Man in Literature as Writer: as Persona</u> (Study of representative selections revealing contribution of Black men to letters historically and geographically.)	3
<u>Mathematics and Statistics</u>		
3-404	<u>Intermediate Mathematical Statistics and Probability</u> (Foundations of probability theory.)	3
<u>Physical Sciences</u>		
5-113	<u>Introduction to Astronomy</u> (General survey of our knowledge of earth, solar system and universe, and methods by which such information is obtained.)	2
5-127	<u>Physics of Modern Life</u> (Application of basic principles of physics to understanding of important processes and devices of today.)	2
5-422	<u>Instrumental Methods of Analysis</u> (Introduction to theory, techniques, and applications and infrared spectroscopy, gas chromatography, mass spectrometry, and electrochemistry.)	3
5-704	<u>Water Resources</u> (To acquaint the student with spectrum of work currently in progress in water resources.)	3
5-407	<u>Environmental Satellites -- Their Application to Meteorology, Oceanography, and Hydrology</u> (Existing and planned environmental satellite systems, including TIROS, Nimbus, Applications Technology, and Earth Resources Technology satellites.)	2
5-480	<u>Marine Photogrammetry</u> (Theoretical and applied problems of underwater photogrammetry.)	2
5-429	<u>Oceanographic Remote Sensing</u> (Introduction to principles of remote sensing measurements in microwave, infra-red, visible, and near ultraviolet portions of spectrum.)	2
<u>Public Administration</u>		
6-523	<u>State and Local Government</u> (Designed to develop understanding of structure and process of state and local politics.)	3
6-334	<u>American Presidency</u> (Historical origins and alternative approaches.)	3
6-255	<u>West in American History</u> (Frontier as watershed between European and American civilizations.)	3
6-513	<u>Network Systems for Project Management</u> (Designed to give the student working knowledge of three major network systems: PERT, CPM, and Line of Balance.)	3







Course No.	Title	Credits
6-470	<u>Management Information Services: Concepts, Responsibilities, and Uses</u> (Designed to introduce the student to management information services providing socio-economic and program data to administrators, staff, other officials, and the public.)	2
6-447	<u>Advanced Position Classification</u> (Designed to explore advanced position classification techniques and relationship between position classification and other personnel management functions.)	2
6-451	<u>Personnel Management for Supervisors</u> (Practical approaches for first and second-line supervisors to enhance communication and maintain effective relations with employees as well as personnel staff.)	2
6-471	<u>Legal Protection of Scientific and Industrial Property</u> (Survey of various means of legally protecting scientific and technological innovations under law of ideas, patents, and trade secrets.)	2
6-46	<u>Review for GS-510 Accounting Examination</u> (Designed to review and prepare for examination for GS5-7 and GS9-12 grades in 510 Professional Accountant series.)	0

### Social Sciences

7-200	<u>Economics for Consumer Use</u> (Money and credit management.)	2
7-573	<u>Psychology of Dreams</u> (Readings from both Freud and Jung on psychology.)	3
7-323	<u>Handicapped and Gifted Children with Special Educational Needs - Survey</u> (History and philosophy of education of children with physical, psychological, or sociological problems, and of those with superior intellect, requiring special educational services.)	2
7-120	<u>Successful Retirement</u> (Designed to make retirement years more meaningful.)	2
7-125	<u>Drug Abuse</u> (Directed to urgent need for examination of realistic, meaningful, and obtainable objectives and goals relating to drug abuse.)	2

### Technology

8-711	<u>Automatic Feedback Control</u> (Designed to develop some capability to analyze and design practical feedback control systems, especially servomechanisms.)	3
8-411	<u>Critical Path Method of Project Scheduling</u> (Fundamental concepts of scheduling work activity using critical path method of project scheduling.)	3
8-446	<u>Space Flight</u> (Designed to provide understanding of basic laws governing space flight and technology, permitting and limiting operation in space.)	3
8-736	<u>Metals and Alloys for Space Technology</u> (Review of necessary metallurgy. Requirements for space materials.)	2
8-427	<u>Remote Sensing</u> (Theory and application of remote sensing.)	3
8-455	<u>Computer Graphics: Theory and Application</u> (Use of computers to produce quantitative maps through technique called Synagraphic Mapping System (SYMAP).)	2
8-364	<u>Potomac Valley Architecture</u> (Tours of buildings making up Tide Water and Potomac Valley heritage in architecture.)	3
8-141	<u>Production and Management of Graphics</u> (Designed to assist personnel in visual and related fields of communications to understand problems in production procedures and management of graphics.)	2
8-294	<u>Chemistry of Photographic Process</u> (Proper procedures for conducting experiment and writing technical report.)	3
8-295	<u>Mechanics and Kinetics of Photographic Process</u> (Light, optics and photometry.)	3
8-290	<u>Motion Picture Film Production</u> (Producer. Scripting. Sound. Animation. Editing. Laboratory services. Discussion. Demonstrations.)	3

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### COOPERATIVE PROGRAM

The Graduate School would like to offer a continuing education program on cooperatives. The emphasis might be on the cooperative as a business enterprise. Topics to be covered could be: Nature of the Cooperative as an Economic Institution; Elements for Cooperative Organization; Sources of Cooperative Capital; Cooperative Financial Management; Legal Phases of Cooperatives; Rights and Responsibilities of Cooperative Members.

The need for more accurate and objective information on cooperatives is very good but it seems difficult to develop a program that will satisfy the needs of a diverse clientele. It appears that a group of people can cooperate in a cooperative but getting one type of cooperative to cooperate with others in an education program is increasingly difficult.

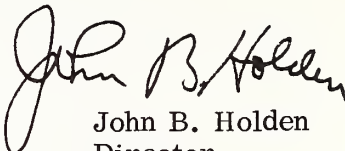
If you are interested in this type of education, please write me, making recommendations of qualified people who might teach and suggestions for content to be covered in the cooperative field, who we can get to participate and how.

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### COMBINATION TEACHING

Mr. Frank E. Skinner is offering a Review for GS510 Accounting Examination through a combination of four sessions of instruction in person and the balance through the use of cassette tape players. This program should appeal to participants who live outside the central city, would like to continue their education at home but would also like the benefit of four sessions with the instructor. These sessions would include assignments, critiques, follow-up and a final session on theory and problems.

Those interested in this program should call Mrs. Carol McLean, Code 111 extension 6693 or DU86693.

  
John B. Holden  
Director

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